

# **IT Director**

## **Job Description**

**Job Title:** Information Technology (IT) Director

**Department:** Court of Appeals, Division One

**Reports To:** Clerk of Court

**Status:** Exempt

**Grade Range:** 23

**Prepared Date:** September, 2011

**SUMMARY** Responsible for overall planning, organizing, and execution of all IT functions for the Court of Appeals, Division One. This includes directing all IT operations to meet customer requirements as well as the support and maintenance of existing infrastructure, applications, and development of new technical solutions. This position is a working manager's position.

**ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.**

- Provide leadership, vision, and management to the IT department
- Work with the Judges, Clerks Office, and staff to assess and respond to IT needs
- Manage an IT staff of three people
- Hold departmental meetings to review strategic goals and initiatives, promote team building and work to provide growth paths for staff
- Provide day-to-day supervision, conduct performance appraisals, and delegate work assignments for all IT personnel
- Assist in recruiting, hiring, and providing appropriate training for IT support staff
- Serve on planning and policy-making committees.
- Oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages.
- Responsible for the ordering, acquisition, inventorying, and disposition of hardware and software
- Serve as primary contact with outside vendors in the generation of RFPs, bids, contracts, agreements, and other major vendor interactions, Systems Operations and Maintenance
- Maintain the integrity and continual operation of the IT network including the wireless networks
- Ensure the continual functioning of mission critical operations
- Maintain security and privacy of the information systems, communication lines, and equipment.
- Develop, review, and certify all back-up and disaster recovery procedures and plans
- Other duties, not listed, may be assigned by the Clerk of the Court, and Chief Judge.

**MANAGEMENT SKILLS** sound judgment; initiative; flexibility; detail-oriented documented working experience with Microsoft Windows Environments, including MS-SQL 2003 and Microsoft Exchange 2003, Internet Information Server and other applications. Experience with Microsoft windows configuration, installation, maintenance, support and troubleshooting of TCP/IP, networks supporting VOIP telephony, microcomputers and other

systems; system development, complex project management, knowledge of CISCO network hardware, OnBase ECM, Citrix Virtualization, client/server technology and Internet/intranets.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and EXPERIENCE** Minimum of a four year degree from an accredited college or university in computer sciences, business administration, public administration, mathematics or related field and at least five years experience in technical operations management and/or an equivalent combination of training and experience.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, public officials, and the general public.

**TECHNICAL SKILLS** Broad knowledge of information technology processing systems, concepts, and methodologies. Demonstrated aptitude for learning new technologies. Certified Onbase Admin desired.

**REASONING ABILITY** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS** As required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger; handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually moderate.